



**OFFICE OF THE SANGGUNIANG BAYAN**

**EXCERPTS FROM THE MINUTES OF THE 120<sup>TH</sup> REGULAR SESSION OF THE 14<sup>TH</sup> SANGGUNIANG BAYAN OF LOON, PROVINCE OF BOHOL HELD ON THE 22<sup>ND</sup> DAY OF DECEMBER 2021 AT JUAN M. RELAMPAGOS SESSION HALL, LOON, BOHOL-**

**PRESENT:**

Hon. Lloyd Peter M. Lopez, M.D.	Vice Mayor
Hon. Pedro M. Literatus, Jr.	SB Member, Acting Presiding Office
Hon. Kristel P. Tecson	SB Member
Hon. Judy Marie H. Veloso	SB Member
Hon. Zaide Y. Coritico	SB Member
Hon. Priscila C. Branzuela	SB Member
Hon. Emalinda A. Veloso	LnB President, Ex-Officio Member
Hon. April Joseph L. Corciega	SKMF President, Ex-Officio Member

**ABSENT:**

Hon. Ana Lisa O. Go	SB Member
Hon. Lydia L. Almasa	SB Member
Hon. Timoteo L. Legitimas	SB Member

**MUNICIPAL ORDINANCE NO. 21-012**  
Series of 2021

**AN ORDINANCE CREATING THE PLANTILLA POSITIONS IN THE OFFICE OF THE MAYOR, MUNICIPAL BUDGET OFFICE, MUNICIPAL TREASURER'S OFFICE, MUNICIPAL ASSESSOR'S OFFICE, MUNICIPAL ENGINEERING OFFICE, MUNICIPAL HEALTH OFFICE, MUNICIPAL AGRICULTURE'S OFFICE, MUNICIPAL SOCIAL WELFARE AND DEVELOPMENT OFFICE, LOON WATERWORKS OFFICE AND MARKET OFFICE OF THE MUNICIPALITY OF LOON, PROVINCE OF BOHOL**

Be it enacted by the 14<sup>th</sup> Sangguniang Bayan of Loon, Bohol in session duly assembled that:

**SECTION 1. CREATION OF PLANTILLA POSITIONS.** There shall be created the following positions, viz:

Positions	Salary Grade	Office
Municipal Government Assistant Head I (LDRRMO)	22	Mayor's Office
Internal Auditor III	18	Mayor's Office
Administrative Officer V (HRMO III)	18	Mayor's Office
Administrative Aide I	01	Mayor's Office
Administrative Aide I	01	Mayor's Office

Administrative Aide I	01	Municipal Budget Office
Local Revenue Collection Officer III	15	Municipal Treasurer's Office
Revenue Collection Clerk III	09	Municipal Treasurer's Office
License Inspector II	08	Municipal Treasurer's Office
Administrative Aide III (Utility Worker II)	03	Municipal Treasurer's Office
Administrative Aide III (Utility Worker II)	03	Municipal Treasurer's Office
Administrative Aide III (Utility Worker II)	03	Municipal Assessor's Office
Administrative Aide III (Utility Worker II)	03	Municipal Assessor's Office
Engineering Assistant	08	Municipal Engineering Office
Engineering Aide	04	Municipal Engineering Office
Municipal Government Assistant /Department Head I (MHO-RHU2)	22	Municipal Health Office
Social Welfare Officer II	15	Municipal Social Welfare and Development Office
Administrative Aide III (Utility Worker II)	03	Municipal Social Welfare and Development Office
Administrative Officer IV	15	Municipal Agriculture Office
Administrative Officer IV	15	Municipal Agriculture Office
Administrative Assistant IV	10	Loon Waterworks System Office
Administrative Aide III (Utility Worker II)	03	Loon Waterworks System Office
Administrative Aide III (Utility Worker II)	03	Loon Waterworks System Office
Administrative Aide III (Utility Worker II)	03	Loon Waterworks System Office
Administrative Assistant IV	10	Market Office

**SECTION 2. QUALIFICATIONS, FUNCTIONS AND RESPONSIBILITIES.** The qualifications, functions and responsibilities of the herein enumerated positions shall be based on the provisions of the Local Government Code, Civil Service Commission (CSC) and other relevant laws, viz:

- 1) Municipal Government Assistant / Department Head I (LDRRMO) (SG 22) – Mayor's Office**

**Qualifications:**

Education: Bachelor's degree relevant to the job  
 Experience: 3 years of relevant experience  
 Training: 16 hours of relevant training

Eligibility: Career Service (Professional)/ Appropriate Eligibility for Second Level Position

**Functions:**

- i. Responsible for providing the overall direction, development, implementation and coordination of disaster risk reduction and management programs;
- ii. Ensure management and policy support for DRRM plan and systems;
  
- iii. Align DRRM Plans and Programs to contribute to the achievement of the LGU Vision & Mission & Goals

**2) Internal Auditor III (SG 18) – Mayor’s Office**

**a) Qualifications:**

Education: Bachelor’s degree relevant to the job

Experience: 2 years of relevant experience

Training: 8 hours of relevant training

Eligibility: Career Service (Professional)/ Second Level Eligibility

**b) Functions**

- i. Internal audits evaluate a company’s internal controls, including its corporate governance and accounting processes. These audits ensure compliance with laws and regulations and help to maintain accurate and timely financial reporting and data collection;
- ii. Provide annually an assessment on the adequacy and effectiveness of the organization’s process for controlling its activities and managing its risk in the area set forth in this charter;
- iii. Report significant issues related to the processes for controlling activities of the organization, including potential improvements to those processes and provide information concerning such issues for further actions by management;
- iv. Provide information periodically on the status of the annual audit plan and the sufficiency of department resources;
- v. Coordinate with and provide oversight of other control and monitoring functions ( risks management, compliance, legal, ethics environment, external audit);
- vi. Handle documents and information given to Internal Auditing during a periodic review in the same prudent and confidential manner as by those employees normally accountable for it

**3) Administrative Officer V (HRMO III) (SG 18) –Mayor’s Office**

**Qualifications:**

Education: Bachelor’s degree relevant to the job

Experience: 2 years of relevant experience

Training: 8 hours of relevant training

Eligibility: Career Service (Professional)/ Appropriate Eligibility for Second Level Position

**Functions:**

- i. Operationalize personnel mechanism on recruitment, selection and promotion programs;



- ii. Formulate relevant policies and programs on Personnel action and benefits;
- iii. Computerize Personnel Records and Data Bank on Personnel cases/reports;
- iv. Identify training needs and to formulate Career Development Programs for the municipal employee;
- v. Effectively implement management policies and guidelines.
- vi. Take charge in the administration of official personnel action of all municipal officials and employees, such as leaves, promotions, retirements, change of status, performance appraisal ratings and other related personnel matters;
- vii. Advise the municipal officials on personnel policy, functions, practices, rules and regulations and problems;
- viii. Determine the qualifications standards of all positions, salary grade and salary allocations that are in accordance with those prescribed by the Civil Service Commission, Department of Budget and Management and other agencies of the government concerned;
- ix. Recommend to the Mayor the conduct of training and seminars for the upgrading of personnel skills and performances;
- x. Supervise all personnel and responsible for the updating of personnel records and safekeeping of 201 files of all officials and employees;
- xi. Assists in staff training and development; and
- xii. Exercise such other powers and perform such other duties and functions as may be prescribed by law or ordinance.

4) **Administrative Aide I (SG 01)** (Two Positions )– Mayor’s Office

**General Qualifications:**

Education: Must be able to read and write  
Experience: None required  
Training: None required  
Eligibility: None required  
Preference: with higher academic records/ experience

**Functions:**

- i. Utility work.
- ii. Simple clerical tasks.
- iii. Messenger tasks.

5) **Administrative Aide I (SG 01)** – Municipal Budget Office

**General Qualifications:**

Education: Must be able to read and write  
Experience: None required  
Training: None required  
Eligibility: None required

**Functions:**

- i. Utility work.
- ii. Simple clerical tasks.
- iii. Messenger tasks.

6) **Local Revenue Collection Officer III (SG15)** – Municipal Treasurer’s Office

**Qualifications:**

Education: Bachelor's degree relevant to the job  
Experience: 1 year of relevant experience  
Training: 4 hours of relevant training  
Eligibility: Career Service (Professional)/ Appropriate Eligibility for Second Level Position

**Functions:**

- i. Perform as Liquidating Officer
- ii. Record remittances from collectors to cashbook
- iii. Receive payments from business taxpayers

7) **Revenue Collection Clerk III (SG 09)** –Municipal Treasurer's Office

**Qualifications:**

Education: Completion of 2 years studies in college  
Experience: 1 year of relevant experience  
Training: 4 hours of relevant training  
Eligibility: Career Service (**Sub professional**)/ Appropriate Eligibility for **First** Level Position

**Functions:**

- i. Collect and issue official receipts on all taxes and fees
- ii. Remit daily collections
- iii. Post collections to the cashbook
- iv. Prepare demand letters to delinquent taxpayers

8) **License Inspector II (SG 08)** – Municipal Treasurer's Office

**Qualifications:**

Education: Completion of 2 years studies in college  
Experience: 1 year of relevant experience  
Training: 4 hours of relevant training  
Eligibility: Career Service (**Sub professional**)/ Appropriate Eligibility for **First** Level Position

**Functions:**

- i. Perform as Business Permits and Licensing Officer (BPLO)
- ii. Prepare reports pertaining to business permits
- iii. Conduct tax mapping and inspection to all business establishments
- iv. Prepare demand letters to delinquent taxpayers

9) **Administrative Aide III (Utility Worker II) (SG 03)** (Two Positions) –Municipal Treasurer's Office

**General Qualifications:**

Education: Must be able to read and write/elementary school graduate  
Experience: None required  
Training: None required  
Eligibility: None required  
**Preference: with higher academic records/ experience**

**Functions:**

- i. Utility work.
- ii. Clerical tasks.

**10) Administrative Aide III (Utility Worker II) (SG 03) - Municipal Assessor's Office**

**General Qualifications:**

Education: Must be able to read and write/elementary school graduate

Experience: None required

Training: None required

Eligibility: None required

Preference: with higher academic records/ experience

**Functions:**

- i. Assists in the conduct of appraisal and assessment activities and the preparation of the required reports thereafter;
- ii. Ensure frequent update of tax map and QGIS/Manifold/AutoCAD based on approved subdivision plan;
- iii. Prepares vicinity map, sketch map and certifications to clients

**11) Administrative Aide III (Utility Worker II) (SG 03) - Municipal Assessor's Office**

**General Qualifications:**

Education: Must be able to read and write/elementary school graduate

Experience: None required

Training: None required

Eligibility: None required

Preference: with higher academic records/ experience

**Functions:**

- i. Ensure the accurately encoding of all appraisal and assessment transactions in the RPTIS and eTracs;
- ii. Ensure timely and accurate reporting and submission of QRRPA monthly/quarterly reports and assessment roll;
- iii. Prepares TDs and other certifications for issuance to clients.

**12) Engineering Assistant (SG 08) - Municipal Engineering Office**

**Qualifications:**

Education: Completion of 2 years studies in college/ vocational/trade course

Experience: 1 year of relevant experience

Training: 4 hours of relevant training

Eligibility: Career Service (**Sub professional**)/ Appropriate Eligibility for First Level Position

**Functions:**



Provides support to the engineering team on a variety of projects including

- i. Provide technical and administrative support
- ii. Spec readings
- iii. Research
- iv. Conducting tests on materials
- v. Modifying techniques
- vi. Resolving engineering work issues

**13) Engineering Aide (SG 04) - Municipal Engineering Office**

**Qualifications:**

Education: Completion of 2 years studies in college/ vocational/trade course

Experience: None required

Training: None required

Eligibility: Career Service (**Sub professional**)/ Appropriate Eligibility for First Level

Position

**Functions:**

Provides support to the engineering team on a variety of projects including

- i. Spec readings
- ii. Research
- iii. Conducting tests on materials
- iv. Modifying techniques
- v. Resolving engineering work issues

**14) Municipal Government Assistant Department Head I (MHO-RHU2) (SG 22) - Municipal Health Office**

**Qualifications:**

Education: Bachelor's degree relevant to the job

Experience: 3 years of relevant experience

Training: 16 hours of relevant training

Eligibility: Career Service (Professional)/ Appropriate Eligibility for Second Level

Position

**Functions:**

- i. Conduct consultation and treatment of RHU patients
- ii. Conduct Epidemiological Investigation of notifiable diseases
- iii. Institute preventive measures
- iv. Attend Medico Legal cases

**15) Social Welfare Officer II (SG 15) - Municipal Social Welfare and Development Office**

**Qualifications:**

Education: Bachelor's degree in Social Work  
Experience: 1 year of relevant experience  
Training: 4 hours of relevant training  
Eligibility: R.A. 1080 (Social Worker)

**Functions:**

- i. Formulate and implement social welfare programs for the persons with disability, senior citizens, children/youth, women and solo parent and ;
- ii. Provides financial assistance or referrals for free service to individuals and families who are in extremely difficult situations and have inadequate resources.

**16) Administrative Aide III (Utility Worker II) (SG 03) - Municipal Social Welfare and Development Office**

**General Qualifications:**

Education: Must be able to read and write/elementary school graduate  
Experience: None required  
Training: None required  
Eligibility: None required  
**Preference: with higher academic records/ experience**

**Functions:**

- i. Utility work.
- ii. Simple clerical tasks
- iii. Messenger tasks

**17) Administrative Officer IV (SG 15) - Municipal Agriculture Office**

**Qualifications:**

Education: Bachelor's degree relevant to the job  
Experience: 1 year of relevant experience  
Training: 4 hours of relevant training  
Eligibility: Career Service (Professional)/ Appropriate Eligibility for Second Level Position

**Functions:**

- i. Provides technical assistance to rice farmers
- ii. Facilitates the implementation of the Rice Program
- iii. Coordinates with government agencies like DA to promote rice productivity & request for interventions
- iv. Conduct rice field monitoring

**18) Administrative Officer IV (SG 15) - Municipal Agriculture Office**

**Qualifications:**

Education: Bachelor's degree relevant to the job  
Experience: 1 year of relevant experience  
Training: 4 hours of relevant training



Eligibility: Career Service (Professional)/ Appropriate Eligibility for Second Level Position

**Functions:**

- i. Provides technical assistance to livestock & poultry growers
- ii. Facilitates the implementation of the Livestock & poultry Program
- iii. Act as Municipal Nursery Supervisor
- iv. Anti-Rabies Program Coordinator

**19) Administrative Assistant IV (SG 10) – Loon Waterworks System Office**

**Qualifications:**

Education: Completion of two-year studies in college or high school graduate with relevant vocational/trade course

Experience: 2 year of relevant experience

Training: 8 hours of relevant training

Eligibility: Career Service (Sub Professional)/ First Level **Eligibility**

**Functions:**

- i. Canvass and purchase office supplies, and other materials for plumbing maintenance;
- ii. Prepare and encode Program of Works for waterworks improvement project including barangay water system projects;
- iii. Supervise all waterworks project in the construction and installation;
- iv. Repair/monitor barangay water system projects;
- v. Supervise the repair of pumps/spring sources and its facility;
- vi. Constructions/fabrications of waterworks related projects and pipe fittings combination;
- vii. Conduct periodic maintenance of pumps and its facility;
- viii. Supervise systems upgrading of pipelines installation and construction of infra;
- ix. Conduct of physical inventory of LGU/ Office property.

**20) Administrative Aide III (Utility Worker II) - (SG 03) – Loon Waterworks System Office**

**General Qualifications:**

Education: Must be able to read and write/elementary school graduate

Experience: None required

Training: None required

Eligibility: None required

**Preference: with higher academic records/ experience**

**Functions:**

- i. Encoding of water bills, **monitor** delivery of bills and disconnection/reconnection;
- ii. Entertain and prepare service request forms for repair of leak pipe, reconnection and other complains of concessionaires water connection;
- iii. Entertain and prepare application forms for new applicant of water connections;
- iv. Entertain request for reconnections of disconnected water service line;
- v. Entertain walk-in clients;
- vi. Do other related job that maybe assigned by the immediate supervisor from time to time.

**21) Administrative Aide III (Utility Worker II) (SG 03) (Two Positions) – Loon Waterworks System Office**

**Qualifications:**

Education: Must be able to read and write/elementary school graduate

Experience: None required

Training: None required

Eligibility: None required

Preference: with skills on plumbing

**Functions:**

- i. Attend to daily job orders/ complaints lodge at the LWS office ranging from inspection, meter installation, leak/broken pipe, repairs of mainline and water connections, change meter, excavation/digging, pipe laying, extension line request, dirty /odorous water, low/high water pressure, valving and flushing and to no water to mention some ;
- ii. Report immediate to the LWS office all problems arising in line with the duty; i.e. unmetered service, defective meter, illegal connections, water pilferage for immediate actions;
- iii. Do other related plumbing jobs that maybe assigned by the immediate supervisor.

**22) Administrative Assistant IV (SG 10) – Market Office**

**General Qualifications:**

Education: Completion of two-year studies in college or high school graduate with relevant vocational/trade course

Experience: 2 year of relevant experience

Training: 8 hours of relevant training

Eligibility: Career Service (Sub Professional)/ First Level Eligibility

Preference: with higher academic records/ experience

**Functions:**

- i. Monitor the performance of the assigned tasks of the market personnel
- ii. Issue demand letters to delinquent market occupants
- iii. Inspect Market Vendors
- iv. Serve as market property custodian
- v. Monitor ambulant vendors who peddle their goods in areas not intended for product display
- vi. Perform other functions

**SECTION 3. APPOINTMENTS.** The appointments for those who will be occupying the herein mentioned positions shall be within the prescribed qualification standards and guidelines set by the Civil Service Commission (CSC) and other relevant laws.

**SECTION 4. FUNDING SUPPORT.** The newly-created positions shall form part of the Plantilla of the Local Government Unit of Loon and shall be automatically funded from the Personal Services (PS) component of the budget of the municipality.

**SECTION 5. EFFECTIVITY CLAUSE.** This ordinance shall take effect upon its approval and compliance of the necessary requirements set by law.

**UNANIMOUSLY APPROVED.**

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I hereby certify to the correctness of the above-quoted ordinance.

**FIDELINO P. CORITICO, LLB**  
Secretary to the Sanggunian

ATTESTED:

**PEDRO M. LITERATUS, JR.**  
SB Member  
Acting Presiding Officer

APPROVED:

**ELVI PETER L. RELAMPAGOS**  
Municipal Mayor

Date Signed: \_\_\_\_\_

